

## PREPARING FOR TEST ADMINISTRATION — SCHEDULE/ENVIRONMENT

### SCHEDULING AND STANDARD ADMINISTRATION REQUIREMENTS

Following the requirements described below, develop a testing schedule for your school prior to April 3, 2017 for High School, and April 24, 2017 for Grades 5 and 8. The tables below show the total number of administration sessions and time required for each grade level. An additional 5-10 minutes should be reserved for material distribution and instructions for testing prior to each test session. If you schedule two (or more) test sessions consecutively, it is recommended that a break of at least 10 minutes be scheduled between test sessions. Schools may schedule each grade level assessment at a convenient time within the two-week testing window. However, within a grade, each test session must be administered simultaneously to all students in your school. For example, all grade 5 students in a particular school will take Science Session 1 at the same time. Students taking the test with certain accommodations or taking makeup testing are the only exceptions to this requirement. Once a test session has been started, it cannot be paused and resumed at a later time during that day (except under unforeseen circumstances such as a fire or evacuation drill) or subsequent days. Concurrent test administration allows the testing environment to be standardized and minimizes potential test security problems. The questionnaire is scheduled last because some questions ask students to describe the MEA test they have just experienced. Test administration should begin early in the testing window to allow time for makeup testing.

**All test sessions must be scheduled in the order below, and all students within a school must be tested simultaneously within a grade. The only exceptions to these rules are for makeup testing and students with certain accommodations. Makeup testing must be completed within the testing window by end of day on April 14, 2017 for High School, and by end of day on May 5, 2017 for Grades 5 and 8. Calculators are not permitted during the science test.**

#### Grade 5 Testing Sessions and Time Allowances:

Session	Base Time	Additional Time If Needed
Material Distribution/Identification Time	5-10 minutes	As needed
Science Session 1	30 minutes	10 minutes
Science Session 2	30 minutes	10 minutes
Science Session 3	30 minutes	10 minutes
Student Questionnaire Session 4	15 minutes	As needed

#### Grade 8 Testing Sessions and Time Allowances:

Session	Base Time	Additional Time If Needed
Material Distribution/Identification Time	5-10 minutes	As needed
Science Session 1	35 minutes	10 minutes
Science Session 2	35 minutes	10 minutes
Science Session 3	35 minutes	10 minutes
Student Questionnaire Session 4	15 minutes	As needed

#### High School Testing Sessions and Time Allowances:

Session	Base Time	Additional Time If Needed
Material Distribution/Identification Time	5-10 minutes	As needed
Science Session 1	50 minutes	10 minutes
Science Session 2	50 minutes	10 minutes
Student Questionnaire Science Session 3	15 minutes	As needed

Classrooms experiencing a unique situation in test administration that affects testing time should contact the Maine Department of Education at 624-6775.